



# Information and Declaration Form Professional Members applying for Health Fund Recognition (Therapeutic, Remedial, Myotherapy only)

**Before signing this health fund declaration form please read the information below.**

*In order for MAA to start assessing your eligibility for health fund provider status you are required to sign the declaration form following the information below*

Under section 10 of the Private Health Insurance (Accreditation) Rules 2011, (As amended - Made under item 5 of the table in section 333-20 of the *Private Health Insurance Act 2007*. This compilation was prepared on 7 January 2013 taking into account amendments up to the *Private Health Insurance (Accreditation) Amendment Rules 2012 (No. 2)*. Prepared by the Department of Health and Ageing, Canberra), MAA is a 'professional organisation'.

Standard/Rule 10 covers minimum standards of Treatments provided by other health care providers. Other health care providers are health care providers referred to in Codes of Conduct as Unregistered Health Care Providers i.e. health care providers who are not registered with the Australian Health Practitioner Regulation Agency (AHPRA) e.g. massage therapists.

The Standards are referred to as Rules.

These Rules specify the standards, for section 81-1 of the Act, for treatment covered by a health insurance policy. If a health care provider provides more than one kind of treatment, each of the treatments provided must meet the relevant standard applying to that particular treatment.

The Rule states that the unregistered health care provider who provides treatment must be a member of a professional organisation which covers health care providers who provide that type of treatment e.g. massage therapy, (the profession) and which:

- is a national entity which has membership requirements for the profession; and
- provides assessment of the health care provider in terms of the appropriate level of training and education required to practise in that profession; and
- administers a continuing professional development scheme in which the health care provider is required, as a condition of membership, to participate; and
- maintains a code of conduct which the health care provider must uphold in order to continue to be a member; and
- maintains a formal disciplinary procedure, which includes a process to suspend or expel members, and an appropriate complaints resolution procedure.

This potentially allows MAA professional members to be recognised as approved providers by the various private health funds.

Approved health fund provider status is, however, subject to each individual health fund's requirements.

Consequently, membership of MAA does not automatically guarantee provider status with health funds.

To be eligible to apply for health fund provider status, a professional member of MAA must:

- Provide information as requested by MAA and Health Funds
- Be in private practice.

*(Definition of Private Practice: 'Independent private practice means a professional practice (whether sole, partnership or group) that is self-supporting. This means that its accommodation, facilities and services are not provided or subsidised by another party such as a public hospital or publicly funded facility).*

- Have *current* First Aid Certificate (previously known as Senior First Aid, Apply First Aid and Workplace Level 2 First Aid) on file with MAA at all times.
- Have *current* Professional Indemnity Insurance on file with MAA at all times.
- *Comply* with the MAAs Continuing Professional Education (CPE) Policy.
- Be a *current* financial member at all times.
- Have a *clinic address* (mobile services must have an invoice address and full street address, no PO Box addresses are accepted).
- Hold *health fund approved Certificates* in the relevant modality. (National Training Course Certificate IV in Massage, Diploma of Remedial Massage or Advanced Diploma of Myotherapy or Bachelor Degree in Myotherapy).
- Meet the *health fund provider status requirements* for that modality, which may differ between funds. (Not all health funds have the same requirements for provision of services to their clients).

## Assessing eligibility for new professional member to apply for Health fund provider status

- MAA reserves the right to request additional documentation as required in order to assess your eligibility for health fund provider status. It is the responsibility of the member to provide the required information in order for MAA to assess the members' eligibility.
- If you have previously been a member of another Association and have existing provider numbers, please provide each provider number against each clinic and modality. MAA will then verify with the health funds that these provider numbers are still valid.
- Unfinancial status of membership, out of date insurance or expired currency of first aid will result in a member being removed from the health funds list. As health funds change their provider eligibility requirements from time to time, upgrading qualifications may be necessary to be re-instated with some health funds.
- All practitioners looking to gain health fund provider status must be familiar with the terms and conditions of provider status with all of the health funds. The terms and conditions for the health funds can be found on the MAA website [maa.org.au](http://maa.org.au) and on the various health fund websites.
- Client / Patient Records: Health funds require client / patient clinical notes to be taken in English. Failure to do this will be a breach of the health funds Terms and Conditions and may result in the practitioner being removed as a provider for health funds.
- For health funds to rebate on the services of eligible professional members, it is important that a proper invoice / receipt be issued to client / patients. The information which must be included on an invoice is also found on the MAA website.
- It is MAAs policy that only health fund members issue their own invoice / receipt. A health fund member must never allow another practitioner, student / Therapist in Training or staff member to use their provider details, as this constitutes health fund fraud.
- Misrepresenting the service(s) provided on the invoice / receipt also constitutes health fund fraud.
- Health fund fraud is a criminal offence which may involve a police investigation and expulsion from the MAAs Register of Members.

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When you become a provider for a health fund you are agreeing to abide by their terms and conditions.

Please ensure you learn about the various Health Funds and read, understand and abide by the Terms and Conditions for your agreements with them. (Links last updated 29/12/2016)

In Particular:

AUSTRALIAN UNITY: <http://www.australianunity.com.au/health-insurance/providers/recognition-requirements-natural-therapy-providers>

BUPA: <http://www.bupa.com.au/for-providers/ancillary/For-Natural-therapists>

HBF: <https://www.hbf.com.au/about-hbf/for-providers/registration-information>

HCF: <http://www.hcf.com.au/provider-portals/ancillary/>

MEDIBANK: <http://www.medibank.com.au/providers/requirements/#alternativetherapist>

NIB: <https://www.nib.com.au/providers/home>

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For information about HICAPS:

<http://www.hicaps.com.au/>

Member Name \_\_\_\_\_

Member # \_\_\_\_\_

*Please print name in English. MAA and the health funds do not register clinic/business names, only individuals.*

**By signing this form, I declare that:**

- I understand that it is my responsibility to provide all of the required information for MAA to assess my eligibility for health fund provider status.
- I understand that I may not be eligible for all health funds.
- I have not been investigated, suspended or deregistered as a provider from a health fund.
- I am in private practice.
- I have provided MAA with a clinic address, current Provide First Aid Certificate and current Professional Indemnity Insurance Policy.
- I authorise MAA to send my details to the health funds, and understand that health funds may then publicise these details on their public websites.
- I have read, understood and agree to abide by the terms and conditions for the health funds as listed on the MAA website.
- I agree to abide by the MAA Constitution, Code of Conduct and official policies.
- I understand that it is health fund fraud to allow any other practitioner to use my provider numbers and that penalties for health fund fraud can include permanent de-registration as a provider and expulsion from MAA.
- I understand that providing false or misleading information with regards to this application could lead to MAA revoking my membership.

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**Signed**

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**Dated**

**Please return this Application & Declaration Form to MAA along with any required documentation in order to assess your eligibility for health fund provider status. If submitting qualifications, or study related material, this will need to be posted to PO BOX 2019, Moorabbin VIC 3189, otherwise this form can be emailed to [office@maa.org.au](mailto:office@maa.org.au) or faxed to (02) 9555 9904.**

MAA will notify you in writing of the health funds you are eligible for, as well as when your details will be sent to the health funds. Please note that as some health funds will only take this information on a monthly basis and generate specific provider numbers after receiving the lists, this process can take a minimum of 4 to 6 weeks.